SECTION C-2

DEFINITIONS

2.1 GENERAL DEFINITIONS

The following list provides definitions for terms found throughout this document or commonly used:

Acceptable Quality Level (AQL) The allowable deviance from a defined standard of performance that can occur before the Government will reject the specific service. The designation of an AQL, however, does not imply, nor should it be interpreted to mean, that the SP has the right to intentionally perform in a defective manner; the Government expects the SP to strive to meet all standards at all times.

Accountable Property GFP subject to FAR Part 45 and its rules of accountability.

Claim Written demand by one of the contracting parties seeking, as a legal right, the payment of money, adjustment or interpretation of contract terms, or other relief arising under or related to the contract.

Continuous Service is to be provided on a 24 hour per day, 365 (or 366) days per year, uninterrupted basis, including all Government holidays.

Contract Discrepancy Report (CDR) A formal, written documentation of SP nonconformance or lack of performance for contracted work.

Contractor Refers to the Prime Contractor and all its Subcontractors. The Prime Contractor shall be responsible for ensuring that its subcontractors comply with the provisions of this contract.

SP Furnished Property (CFP) All property and supplies other than Government Furnished Property required to perform the specified services of this contract.

Contracting Officer (CO) The legal agent of the Government with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

Contracting Officer's Representative (COR) An individual designated and authorized in writing by the CO to perform specific technical or administrative functions.

Computer Retrieval of Information on Scientific Programs (CRISP) Online computer-based information systems for many extramural programs of DHHS. CRISP contains information on funded research only. CRISP derives its administrative data from the IMPAC system.

Critical Environmental Conditions Those environmental conditions that are to be maintained in specified areas which are necessary to ensure the integrity of ongoing research programs and experiments. Failure to maintain these conditions may cause irreparable harm to ongoing research and experimentation and may result in the assessment of damages.

Critical Equipment and Facilities Those items of equipment and facilities that must operate continuously to support critical missions. Failure of the equipment or facilities in meeting the design output requirements or contract terms may affect the Government mission capabilities; the health and welfare of Government personnel; or damage Government equipment, property, or research programs. Emergency or urgent service calls are often required to restore the critical equipment to optimum operating condition and to provide the output required.

Defect Each instance of noncompliance with a contract requirement. A defect may be caused by either nonperformance or poor performance. Each defect is subject to re-performance or deductions as described hereinafter.

Defective Service A unit of service that does not conform with specified requirements.

Depreciated Replacement Value Original value of equipment, facilities and vehicles less depreciation incurred as the result of normal wear and tear, but not to be less than the market value of equipment, facilities and vehicles of the same age and condition.

Designee The individual(s) designated and authorized in writing by the CO to perform specific technical or administrative functions.

Electronic Research Administration (eRA) The rapidly expanding system under which research grant applications and awards will be submitted, reviewed, awarded, and monitored using electronic and web-based tools.

Facilities Property, including plant equipment and real property, used for production, storage, maintenance, development, or testing. It does not include material, special test equipment, special tooling, or agency-peculiar property.

Government Furnished Property (GFP) All Government facilities, property, and supplies provided to the SP to be used and/or expended by the Contractor in carrying out responsibilities set forth in this contract. Ownership of GFP remains that of the Government at all times (unless and until consumed and expended in the normal course of business) and all GFP must be returned or accounted for upon completion of the contract terms as set forth in this contract.

Grantee Institution (Grantee Organization) An institution that receives a grant or cooperative agreement and assumes legal, financial, and scientific responsibility and accountability for the funds and performance of the activity. In certain cases, a grantee may be an individual.

Grants Management Officer The NIH official who is responsible for the business management of grants and cooperative agreements, including ensuring that both the granting agency and grantees meet all requirements of laws, regulations, and policies.

Grants Management Specialist An NIH staff member who is the focal point for all business activities associated with the negotiation, award, and administration of a grant or cooperative agreement. He or she also interprets grant administration policy and provisions.

Industry Standards Practices, procedures, or standards that are common within an industry or trade and which a reasonable and prudent person knowledgeable of that industry or trade would find acceptable as a measure of quality or acceptable procedure and which may or may not be defined in writing. May also be referred to as "standard commercial procedures" or "standard industry procedures."

Information for Management, Planning, Analysis, and Coordination II (IMPAC II) Online computer-based information systems for many extramural programs of DHHS. IMPAC II contains application and award information for extramural grants and cooperative agreements.

Just in Time A reinvention innovation in which applicants send some information to NIH only if an award is likely, streamlining the application process.

Loan Repayment A program under which NIH repays lenders directly for the extant principal, interest, and related expenses of qualified U.S. Government (Federal, State, local) and commercial educational loans obtained by individuals who undertake research in certain designated areas.

Lot/Population A collection of product or service outputs from which a sample is to be drawn and inspected to determine performance in accordance with established standard(s).

Lot Size The number of product or service outputs in a lot.

Manufacturers' Recommendations and Standards Procedures recommended by the manufacturer of an item of equipment or material, conformance with which shall provide the most effective maintenance or best use of the item, and which shall preserve warranty rights, if available.

Max Reflects the maximum time the SP is permitted to deviate from the standard. This is considered the "Not to exceed value."

Modular Grants Short hand for grants requesting no more than $250,000 in annual direct costs, which use a simplified, modular budget format, with requests in increments of $25,000.

NIH Commons World wide web-based interface for the exchange of information between NIH and its grantee institutions and investigators. (see eRA)

Operation Includes the daily or other periodic starting, stopping, adjusting, inspecting, lubricating, etc., of all plant and distribution system equipment and systems covered under this contract.

Operational Support The providing of all services other than maintenance in accordance with applicable statutes, regulations, and standards as herein prescribed; and in such a manner that Institute programs are allowed to function at optimum levels.

Operator Checks and Services Routine inspections of and services to plant and equipment performed by the operator as a standard part of the operation of the plant or equipment; while similar to preventive maintenance, it is not included in the definition of preventive maintenance.

Performance Indicator Characteristics of the output which are measurable and can be compared to an appropriate standard. (Taste, cleanliness, service)

Performance Period The period immediately following the transition period, during which the SP shall have full responsibility for carrying out all of the requirements of this PWS.

Performance Standards Tools the government uses to measure level of performance. Standard is an optimum performance level against which actual performance can be measured or evaluated. Performance standards must be measurable, quantifiable, and attainable. If they are unreasonably high, the costs to provide that level of service also would be unreasonably high.

Physical Security Those actions taken to preserve personnel and property from loss or damage.

Program Officer (or Program Official) The individual providing government monitoring of scientific aspects of research grants and/or the monitoring of and technical assistance for cooperative agreements.

Project Officer (PO) The individual, or his representative, that is designated as being responsible for Government monitoring and technical direction of this contract. Also, in SECTION C, the NIH official responsible for the monitoring of scientific aspects of R&D contracts.

Quality Assurance (QA) The functions and associated actions performed by the Government to ensure that contract requirements are performed IAW specified standards and that an appropriate level of SP quality control activities are in place and operational.

Quality Assurance Evaluator (QAE) The QAE monitors the SP's performance under the contract by performing checks as contained in the QASP. Typical procedure requires random sampling.

Quality Assurance Plan (QA Plan) The plan developed by the Government, specifically for this contract, to assure compliance with the contract. This plan will be provided to the SP for information purposes only; it will not be made a part of the contract nor should it be interpreted as such.

Quality Control (QC) Those internal management functions that include, but are not limited to, training, documented procedures, inspections, and tests (taken at the point of performance) necessary to ensure that SP products and services conform to PWS requirements, specifications, and standards.

Quality Control Plan The plan developed by the SP, specifically for this contract, to assure compliance with the performance work statement. All measures taken by the SP to ensure that the quality of an end item service shall meet the contract requirements regarding timeliness, accuracy, appearance, completeness, consistency, and

conformity to appropriate standards and/or specifications. It includes, but is not limited to, a written set of self-inspection check lists developed by the SP which comprehensively detects variations from the contract requirements; recording of work data; trend analysis; feedback and control systems for correcting deficiencies; and the necessary documentation to record findings.

Repair Maintenance Repair of installed equipment and utility systems in accordance with manufacturers' recommendations or standards within the industry, to restore it to its proper operating condition.

Research Cooperative Agreement An assistance mechanism in which funds are provided for the public purpose of supporting research, with the ongoing participation of government officials in the execution of the project.

Research and Development Contract An acquisition mechanism in which funds are provided to procure basic and applied research or research support for the government's use or benefit.

Research (Research Training) Grant An assistance mechanism in which funds are provided for the public purpose of supporting research and research training, without ongoing participation of government officials in the execution of the project.

Sample Consists of one or more service outputs drawn from a lot, the outputs being chosen at random. The number of outputs in the sample is the sample size.

Scientific Review Administrator Government official responsible for the scientific merit review of grant, cooperative agreement, and research and development contract proposals.

Shall (or must) The use of either of these words specify that the provision is binding and required undisputed compliance.

Standard An acknowledged measure of comparison.

System Includes all of the mechanical and electrical equipment; supporting structures; pneumatic, electrical and mechanical types of controls; and auxiliary equipment required to provide a specific function or output.

Surveillance Inspection and documentation regarding delivery of contract services as measured against the contract specifications.

Tours Tours involve observing and inspecting operating equipment for proper operation, turning equipment on or off and making adjustments to equipment located throughout the building to ensure system reliability, efficiency, compliance with environmental regulations, to identify and repair equipment and to ensure safe operation.

Transition Period The time after the effective date of the contract and before the date of the start of the full performance period. During, which the SP shall prepare itself for full work performance. Transition period may also be referred to herein as the phase-in period.

2.2 ACRONYMS AND ABBREVIATIONS

2.2.1   STANDARD ACRONYMS AND ABBREVIATIONS

Acronyms and abbreviations as used throughout this PWS are listed for your information and reference:

ACH	Automated Clearing House
ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
AIS	Automated Information Systems
AO	Administrative Officer
APL	Acceptable Performance Level
AQL	Acceptable Quality Level
ARA	Anticipating Receipt of Applications
AREA	Academic Research Enhancement Award
ASS	Automated System Security
BML	Biological Material License
BMP	Best Management Practices
BRDPI	Biomedical Research and Development Price Index
CA	Commercial Activity
CCF	Cost Comparison Form
CD	Compact Disc
CDRL	Contract Data Requirements List
CFDA	Catalog of Federal Domestic Assistance
CFO	Chief Financial Officer
CFR	Code of Federal Regulations
CIT	Center for Information Technology
CO	Contracting Officer
COB	Close of Business
COR	Contracting Officer's Representative
COTR	Contracting Officer's Technical Representative
COTS	Commercial Off-the-Shelf
CRADA	Cooperative Research and Development Agreement
CRC	Cooperative Research Center
CRISP	Computer Retrieval of Information on Scientific Programs
CSR	Center for Scientific Review
DEA	Division of Extramural Activities
DELPRO	Delegated Procurement
DHHS	Department of Health and Human Services
DOL	Department of Labor
DQ	Data Query
EPA	Economic Price Adjustment
eRA	Electronic Research Administration
ESA	Extramural Scientist Administrator
F & A	Facilities and Administrative Costs
FACA	Federal Advisory Committee Act
FAR	Federal Acquisition Regulations
FCTR	Federal Cash Transaction Report (SF-269 or 269A)
FDA	Food and Drug Administration
FDP	Federal Demonstration Partnership

FIC	John E. Fogarty International Center
FLSA	Fair Labor Standards Act
FOIA	Freedom of Information Act
FPR	Final Proposal Revision
FRN	Federal Register Notice
FSR	Financial Status Report
FTR	Federal Travel Regulations
FTTA	Federal Technology Transfer Act
FTTP	Full-Time Training Position
FWA	Federal-wide Assurance
FY	Fiscal Year
GAO	General Accounting Office
GFE	Government-Furnished Equipment
GFM	Government-Furnished Material
GFP	Government-Furnished Property
GFRP	Government-Furnished Real Property
GMO	Grants Management Officer
GMS	Grants Management Specialist
GOCO	Government Owned/Contractor Operated
GPA	Grants Program Assistant
GSA	General Services Administration
GTA	Grants Technical Assistant
HOPE	Health Omnibus Programs Extension Legislation
HSA	Health Scientist Administrator
IACUC	Institutional Animal Care and Use Committee
IAW	In Accordance With
IBRP	Introduction to Biomedical Research Program
IC	NIH Institute or Center
IFB	Invitation For Bid
IHCE	In House Cost Estimate
IMPAC II	Information for Management, Planning, Analysis, and Coordination II
IND	Investigational New Drug Application
IPA	Intergovernmental Personnel Act Mobility Program
IRB	Institutional Review Board
IRG	Integrated Review Group
IRO	Independent Review Officer
ISSA	Inter-Service Support Agreement
ISSO	Information System Security Officer
IT	Information Technology
JIT	Just In Time
JFTR	Joint Federal Travel Regulations
JHCS	Joint Hazard Classification System
LAN	Local Area Network
M&IE	Meals and Incidental Expenses
MEO	Most Efficient Organization
MERIT	Method to Extend Research In Time Award
MH & A	Minority Health & Assistance Research
MHE	Material Handling Equipment
MIS	Management Information System

MOA	Memorandum of Agreement
MOU	Memorandum Of Understanding
MTA	Material Transfer Agreement
MTG	Meeting(s)
NACI	National Agency Check with Inquiries
NBRSS	NIH Business and Research Support System
NCCAM	National Center for Complimentary and Alternative Medicine
NCI	National Cancer Institute
NCMHD	National Center on Minority Health and Health Disparities
NCRR	National Center for Research Resources
NEI	National Eye Institute
NFT	Notification of Foreign Travel
NGA	Notice of Grant Award
NHGRI	National Human Genome Research Institute
NHLBI	National Heart, Lung, and Blood Institute
NIA	National Institute on Aging
NIAAA	National Institute on Alcohol Abuse & Alcoholism
NIAID	National Institute of Allergy and Infectious Diseases
NIAMS	National Institute of Arthritis and Musculoskeletal and Skin Diseases
NIBIB	National Institute of Biomedical Imaging and Bioengineering
NICHD	National Institute of Child Health and Human Development
NIDA	National Institute on Drug Abuse
NIDCD	National Institute on Deafness and Other Communication Disorders
NIDCR	National Institute of Dental and Craniofacial Research
NIDDK	National Institute of Diabetes and Digestive and Kidney Diseases
NIEHS	National Institute of Environmental Health Sciences
NIGMS	National Institute of General Medical Sciences
NIH	National Institutes of Health
NIHITS	NIH Integrated Training System
NIHGPS	NIH Grants Policy Statement
NIMH	National Institute of Mental Health
NINDS	National Institute of Neurological Disorders and Stroke
NINR	National Institute of Nursing Research
NLM	National Library of Medicine
NLT	No Later Than
NRSA	Ruth L. Kirschstein National Research Service Award
NS	No Score (lower 50% of grants reviewed in a study section)
NSR	National Source Review
NSS	No Study Section (in house review)
NTE	Not To Exceed
OD	NIH Office of the Director
OEP	Office of Extramural Programs
OER	NIH Office of Extramural Research
OFM	NIH Office of Financial Management
OHRP	Office for Human Research Protections (previously OPRR)
OIG	Office of the Inspector General
OLAW	Office of Laboratory Animal Welfare
OMA	Office of Management Assessment
OMB	Office of Management and Budget
OMS	Occupational Medical Services
OPERA	Office of Policy for Extramural Research Administration

OPRR	Office for Protection from Research Risks (now OHRP)
ORI	Office of Research Integrity
ORMH	Office of Research on Minority Health, NIH
ORWH	Office of Research on Women's Health, NIH
OSA	Office of Scientific Affairs
OSH	Occupational Safety and Health
OSHA	Occupational Safety and Health Act
PA	Program Announcement
PAR	Program Announcement Reviewed in an Institute
PAS	Program Announcement with Set-aside funds
PBR	Performance Based Requirements
PC	Personal Computer
PCC	Program Class Code
PD	Program Director
PDF	Portable Document Files
PI	Principal Investigator/Program Director/Project Director
PHS	Public Health Service
PLA	Patent License Agreement
PMS	Payment Management System
PO	Program Official
POAM	Plan Of Attack & Milestones
POC	Point Of Contact
PPE	Personal Protection Equipment
PWS	Performance Work Statement
QA	Quality Assurance
QAE	Quality Assurance Evaluator(s)
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QC/CSP	Quality Control/Customer Satisfaction Plan
QCP	Quality Control Program
R & A	Review & Analysis
R & D	Research and Development
RFA	Request For Applications (Grants, Cooperative Agreements)
RFP	Request For Proposal (Contracts)
RMP	Risk Management Plan
RPG	Research Project Grant
SA	Security Assistance
SAMHSA	Substance Abuse and Mental Health Services Administration
SBIR	Small Business Innovation Research
SCA	Service Contract Act
SEP	Special Emphasis Panel
SF	Standard Form
SNAP	Streamlined Non-competing Award Process
SOH	Safety and Occupational Health
SOP	Standard Operating Procedures
SOW	Statement Of Work
SP	Service Provider
SRA	Scientific Review Administrator
SRG	Scientific Review Group
SS	Summary Statements
SSA	Source Selection Authority

SSEB	Source Selection Evaluation Board
STTR	Small Business Technology Transfer
TDY	Temporary Duty
TE	Technical Exhibit
TMC	Travel Management Center
TO	Travel Order
TP	Transition Plan
TPP	Technical Performance Plan
USC	United States Code
USPS	United States Postal Service
WD	Work Day
WNRC	Washington National Records Center